

# Communications Unit Training Coordination Procedure Project

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February 15, 2011



Public Safety Interoperable  
Communications Office



# Overview



- The PSIC Office is developing an Arizona Communications Unit Training Coordination Procedure. It will:
  - Incorporate input from the NIMS-CU Workgroup and ADEM
  - Serve as a guide for offering consistent and timely delivery of Communications Unit Training Courses statewide to qualified individuals
  - Support use of County training funds for such training (which is now FEMA approved)
- This presentation will provide some background and review information being utilized to develop this Procedure
- It will also discuss current status and next steps in Procedure development

# DHS Definitions



- A **Communications Unit Leader (COML)** is defined as a person that plans and manages the technical and operational aspects of the communications function during an all-hazards incident or event.
- A **Communications Unit Technician (COMT)** is defined as a person responsible for managing Strategic Technology Reserve (STR) or other communication assets, such as a radio cache, mobile communications vehicle or other deployable communications assets, during all-hazards operations within the Incident Command System (ICS) organizational structure.

## Background: SIEC Actions to Date



- The SIEC Communications Unit Working Group, staffed by PSIC, developed a COML Recognition Program.
- The Arizona Regional COML Recognition Procedure was approved by SIEC on May 18, 2010 and by PSCC on July 20, 2010. It is available online at:  
[http://www.azgita.gov/psic/library/standards/Arizona\\_Regional\\_COML\\_Recognition\\_07202010.pdf](http://www.azgita.gov/psic/library/standards/Arizona_Regional_COML_Recognition_07202010.pdf)
- On August 17, 2010 SIEC formed the NIMS Communications Unit (NIMS-CU) Workgroup and approved its Policies and Procedures:  
[http://www.azgita.gov/psic/library/coml/NIMS-CU\\_Policies\\_and\\_Procedures.pdf](http://www.azgita.gov/psic/library/coml/NIMS-CU_Policies_and_Procedures.pdf)

## Training to Date

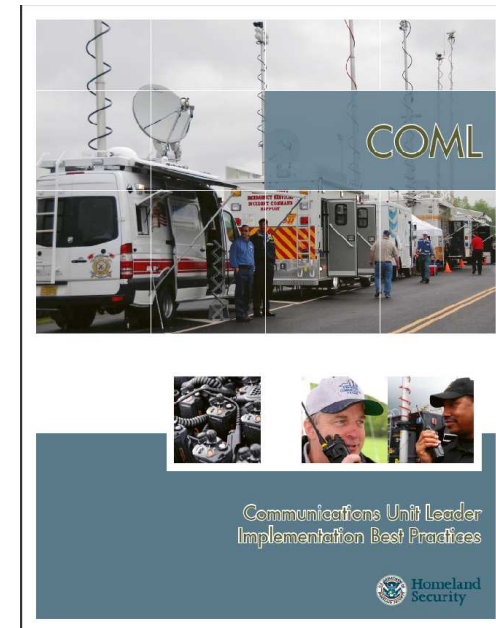


- To date, there have been six COML Training Courses in Arizona:
  - Phoenix (2)
  - Flagstaff
  - Tucson
  - Yuma
  - Sierra Vista
- DHS is in the process of launching a course for COMTs. PSIC requested a COMT course as part of its 2011 TA Request.
- PSIC and ADEM have been receiving requests for additional training, particularly in light of the courses being given FEMA numbers.

# Best Practices



- DHS has provided a Communications Unit Leader Implementation Best Practices Guide which is being reviewed in developing our Procedure.
- The guide includes suggestions on:
  - How to identify students (p 6)
  - How to identify and certify qualified COML Instructors (p 8)
  - Process for becoming an OEC approved All-Hazards COML Instructor (p 10)
  - Determining the credentialing process for trained COMLs (p 16)



- The guide is available on the PSIC website at:

[http://www.azgita.gov/psic/library/coml/coml\\_best\\_practices.pdf](http://www.azgita.gov/psic/library/coml/coml_best_practices.pdf)

# Procedure Structure



Key sections that will be included in the Procedure are:

- Training Course Information and Instructor Information
  - COML
  - COMT
  - COM Train-the-Trainer (TtT)
- Developing a Group of Arizona Instructors
- Course Documentation
- Communications Unit Training Requests and Inquiries
- Communications Unit Training Coordination

# Course Instructors



- In accordance with the Best Practices Guide, to be a COML/COMT Instructor, an individual must:
  - Be recognized by the State as an All-Hazards COML or COMT
  - Be approved by the Arizona Statewide Interoperability Coordinator (SWIC) as an Instructor candidate
  - Successfully complete a federally recommended COML/COMT Train-the-Trainer (TtT) Course
  - Serve as an adjunct Instructor with a lead Instructor for at least one COML/COMT Course
  - Have their Instructor Task Book signed by the lead Instructor they teach the COML/COMT Course with
  - Be recognized on the OEC-Approved Instructor List



# Arizona Instructor Pool



- Currently, Arizona only has one federally recognized COML Instructor.
- Additional Local Instructors will benefit the State as:
  - They will add local information and examples to enhance course utility
  - Travel expenses incurred for each course will be reduced
- The State can develop a local group of qualified COML Instructors by:
  - Requiring that COML Courses be offered with the condition that the lead Instructor supports the participation of an appropriate adjunct Instructor from Arizona
  - Allowing for the participation of one or two adjunct Instructors for each Course, at the lead Instructor's discretion on a first-come, first-served basis

## Next Steps



- Integrate feedback from this meeting
- Develop a policy that will support and adhere to processes set forth in the AZ Regional COML Recognition Procedure
- Continue to work closely with ADEM to develop an approach that will utilize existing training tools (e.g., training registration system) and processes
- Publish a draft Procedure for comment one week prior to the March SIEC meeting



# Discussion

# Questions?